

## ASSISTANT COUNTY ATTORNEY

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs responsible professional and administrative work providing legal assistance and litigating cases for the County; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Responding to legal inquiries; rendering legal assistance and opinions; litigating cases; drafting policies, procedures, ordinances, contracts and legal documents; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Represents and advises the Department of Community Development and Zoning Administrator; litigates zoning violation and enforcement cases.
- Represents and advises Treasurer, Commissioner of the Revenue and Board of Supervisors and litigates delinquent real estate tax collection and tax sale cases.
- Represents and advises the Treasurer and Board of Supervisors on bankruptcy matters and litigates cases as necessary.
- Represents and advises the Board of Zoning Appeals and litigates cases on their behalf and in their defense.
- Advises departments, constitutional officers and other elected officials and responds to requests for legal advice.
- Advises and serves on the County health insurance advisory committee and serves as County liaison on the Fauquier Hospital insurance advisory committee.
- Drafts, reviews and negotiates contracts, deeds, leases and other legal documents.
- Monitors state and federal laws on matters relating to practice areas.
- Assigns, supervises and monitors tasks assigned to administrative staff.
- Represents and advises the Treasurer, Board of Supervisors and Commonwealth Attorney on escheatment properties.
- Represents and advises Treasurer and litigates delinquent personal property tax cases.
- Maintains records and files; types correspondence, memos, reports, contracts, deeds and pleadings; faxes and files pleadings; coordinates meetings and hearings.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern principles and practices of local and state laws and court decisions; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to plan and direct work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to prepare and render legal opinions; ability to establish and maintain effective working relationships with County officials, Court officials, members of the bar and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited law school and considerable experience as a practicing attorney.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Eligibility to practice law in the Commonwealth of Virginia and possession of all other qualifications as prescribed by State Statute. Member of Virginia State Bar.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



**CAREER ADVANCEMENT OPPORTUNITIES:**

Upon attainment of the following qualifications an Assistant County Attorney may advance to the position of Senior Assistant County Attorney:

- Six years experience in local government law;
- A minimum of 72 hours of continuing legal education in the field of local government law, 12 of which must be in legal ethics or related legal area during the six year period;
- Two consecutive performance evaluation ratings of “Exceeds Standards” or higher on the employee’s most recent annual performance evaluations; and
- Recommendation by the County Attorney and approval from the County Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.